

### Introduction

The University operates a central Research Development Fund (RDF) (officially launched in August 2011) with the aim of strengthening BU's research culture by providing selective support to research initiatives considered to be of strategic importance to BU. There are two strands to the RDF: i) Small Grants Scheme (up to £2k per application); and ii) Large Collaborative Grants Scheme (up to £25k per annum, must include two or more Schools). It is envisaged that each year up to 20 small grants will be awarded and one large collaborative grant.

The fund is available for use by any BU academic staff member (normally restricted to academics based in Schools).

The RDF is sponsored by the PVC (Research, Enterprise and Internationalisation) and managed by the Research Development Unit (RDU). The decision-making body will be the University Research and Enterprise Forum (UREF). Appeals should be made to the PVC (Research, Enterprise and Internationalisation).

### RDF – Small Grants Scheme

There will be three competitions per annum for the RDF – Small Grants Scheme. Academic staff wishing to apply must submit an application form (available from the BU Research Blog) to the PVC (Research, Enterprise and Internationalisation) by the scheme deadlines:

- 31 October
- 28 February
- 31 May

Awards made will be up to £2k per application and will only cover direct costs (i.e. overheads and established staff costs will not be reimbursed). Applications need to include a precise breakdown of costs calculated using full economic costing (fEC) – this will be calculated for you by the CRE Operations team. No applications for retrospective funding will be considered.

Priority will be given to applications that involve staff from two or more Schools.

There will normally be seven awards made per competition, however, the UREF reserves the right to award more or less than seven per competition depending on the number, quality and value of applications.

Applicants will be informed of the decision by the RDU, usually within four weeks of the deadline.

Payments will be made in accordance with current BU financial regulations. Payments for successful awards will be journalled to the relevant School and the School will be responsible for administering the expenditure. All expenditure must be committed in the current academic year; it will not be possible to carry funding forward into the next academic year.

Examples of research activities covered by the RDF include:

- Pilot projects
- Pump-priming
- Interview transcription
- Fieldwork
- Visiting major libraries, museums, other research institutions, etc.
- Organisation of an academic conference at BU with external participants
- Attendance at external networking events leading to collaborative research proposals
- Meetings with external organisations to establish collaborations
- Preparation of specialist material or data
- Short-term Research Assistant support or replacement teaching
- Research consumables and equipment (providing it is clear these would not normally be purchased by the School)

This list is not exhaustive; applications can be for other expenses providing it is clear how the funding will benefit research at BU. The RDF does not cover open access publication costs, however, these can be applied for from the BU Open Access Publication Fund (OAPF). The RDF does not cover networking costs for EU collaborations or funding, however, these can be applied for from the EU Networking Fund.

The application must be authorized by the relevant School Deputy Dean (Research and Enterprise) / equivalent prior to submission.

Successful applicants will be required to submit an end of award report (using the form available from the BU Research Blog) to the PVC (Research, Enterprise and Internationalisation) within 8 weeks of the end of the award. The end of award report must include the final expenditure against the original budget. The end of award report will be made available to the UREF to help determine future rounds of the RDF – Small Grants Scheme. Failure to provide a report will debar award holders from applying for future grants. The RDU will contact award holders one year from the submission of the end of award report for an update on research activity to find out how the RDF small grant has been beneficial.

Appeals should be made to the PVC (Research, Enterprise and Internationalisation) via the RDU.

All of the forms and further information on the scheme is available from the BU Research Blog.

The process map is available in Annex 1.

### **RDF – Large Collaborative Grants Scheme**

There will be one competition per annum for the RDF – Large Collaborative Grants Scheme. Academic staff wishing to apply must submit an application form (available from the BU Research Blog) to the PVC (Research, Enterprise and Internationalisation) by the scheme deadline:

- 1 December

There will normally be one award made per annum, however, the UREF reserves the right to award more or less per annum depending on the number, quality and value of applications.

Applicants will be informed of the decision by the RDU, usually within six weeks of the deadline.

The RDF – Large Collaborative Grants Scheme aims to provide funding for the development of large-scale, complex, inter/multi-disciplinary collaborative research activities leading to external funding. Applications must involve academic staff from at least two BU Schools. Priority will be given to those that meet the following criteria:

- In line with BU's emerging Research Themes
- Include external organizations (particularly SMEs and/or international organizations)
- In line with the strategic priorities of major funding bodies (such as the UK research councils, European Commission, etc)
- Clearly beneficial to BU's submission to REF2014

Projects must have clear, tangible deliverables and it must be explicit how it will lead directly to future proposals for research funding.

Examples of costs that can be included are:

- Pilot projects
- Pump-priming
- Meeting expenses
- Travel to proposed collaborators
- Attendance at external networking events with the aim of expanding the network
- Preparation of specialist material or data
- Short-term Research Assistant support or replacement teaching
- Consumables and equipment (providing it is clear these would not normally be purchased by the School)
- Fees for external proposal support and review (such as GrantCraft)

Projects must be a maximum of six months and must be complete by July of the current academic year. Awards made will be up to £25k per application and will only cover direct costs (i.e. overheads and established staff costs will not be reimbursed). Applications need to include a precise breakdown of costs calculated using full economic costing (fEC) – this will be calculated by the CRE Operations team. No applications for retrospective funding will be considered.

Payments will be made in accordance with current BU financial regulations. Awards will be administered by the RDU in conjunction with the relevant Schools. Projects should aim to start in February of the current academic year and must be complete by July. All expenditure must be committed in the current academic year; it will not be possible to carry funding forward into the next academic year.

Successful applicants will be required to submit a detailed end of award report (using the form available from the BU Research Blog) to the PVC (Research, Enterprise and Internationalisation) within 8 weeks of the end of the award. The end of award report must include the final expenditure against the original budget. The end of award report will be made available to the UREF to help determine future rounds of the RDF – Large Collaborative Grants Scheme. Failure to provide a report will debar award holders from applying for future grants. The RDU will contact award holders one year from the submission of the end of award report for an update on research activity.

Appeals should be made to the PVC (Research, Enterprise and Internationalisation) via the RDU.

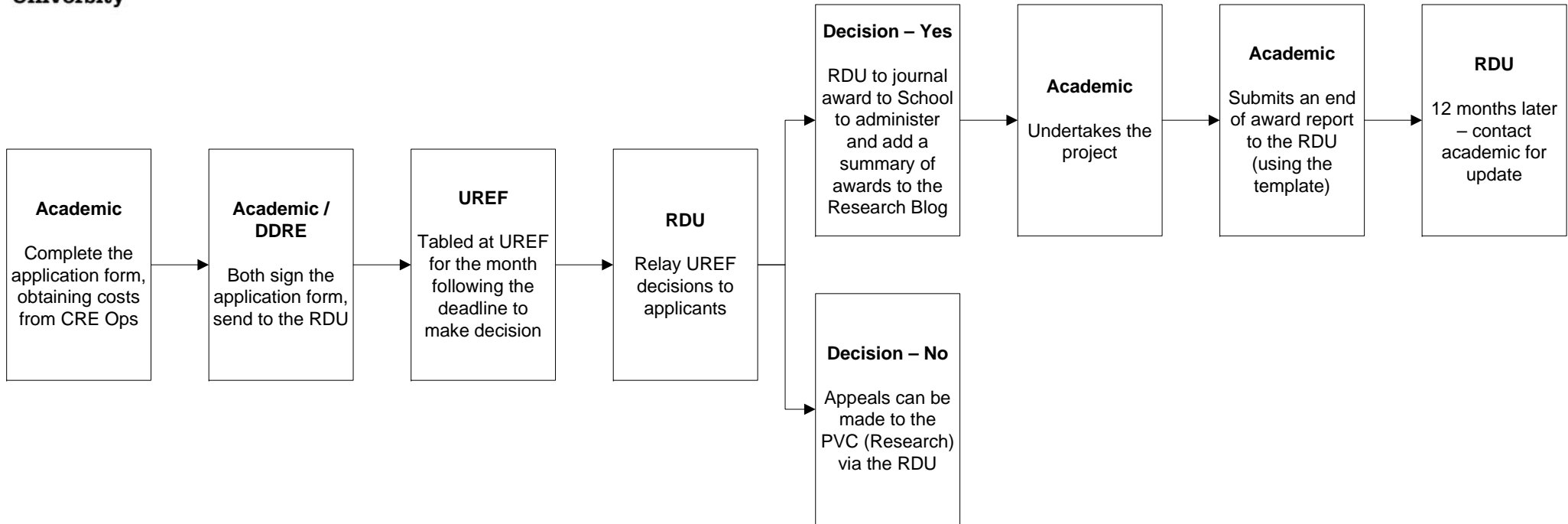
All of the forms and further information on the scheme is available from the BU Research Blog.

The process map is available in Annex 2.



# BU Research Development Fund - Small Grants Scheme

Process 2011-12



If you want to apply to the Research Development Fund – Small Grants Scheme then you must complete an application form (available from the BU Research Blog).

Deadlines 2011-12:

31 October 2011

28 February 2012

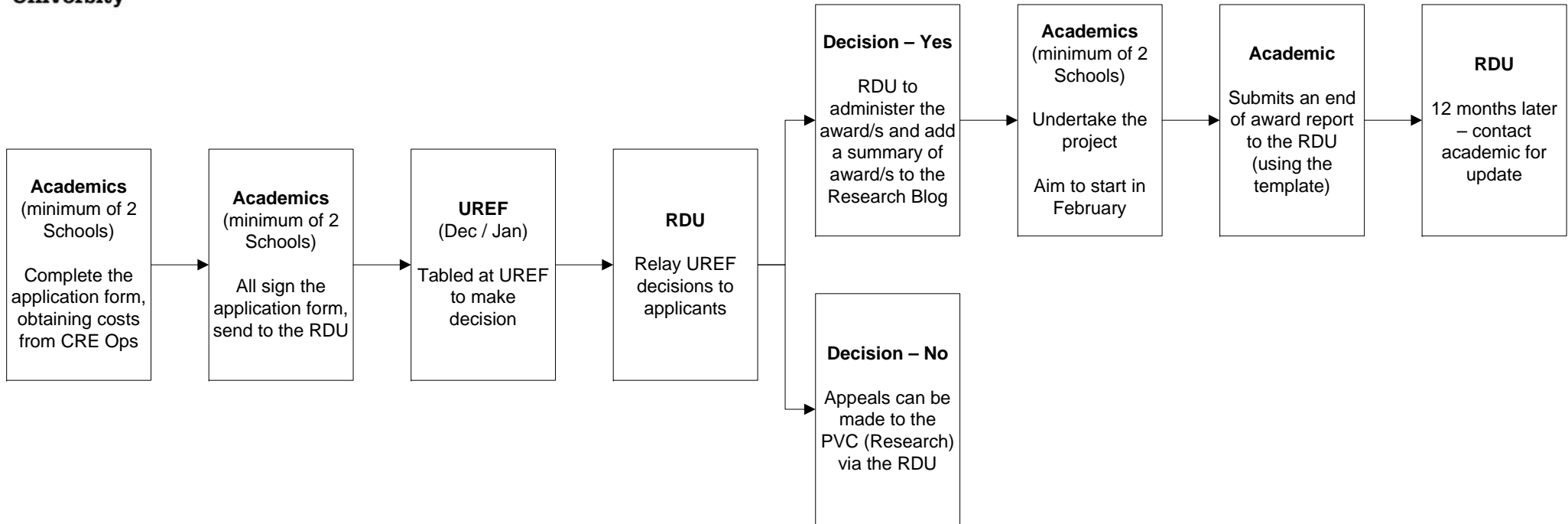
31 May 2012

Applications received by the RDU after the deadline will be considered in the following round.



# BU Research Development Fund - Large Collaborative Grants Scheme

Process 2011-12



If you want to apply to the Research Development Fund – Large Collaborative Grants Scheme then you must complete an application form (available from the BU Research Blog).

There is only one round per annum. The closing date in 2011-12 is: 1 December 2011.

Applications received by the RDU after the deadline will not be considered in this academic year.